

1. **SOLICITATION NUMBER:** 612-S-00-07-00026-00
2. **ISSUANCE DATE:** January 25, 2007
3. **CLOSING DATE/TIME:** March 02, 2007 at 12:00 noon Lilongwe, Malawi Time
4. **POSITION TITLE:** Education Team Leader
5. **MARKET VALUE:** The classification of this position is GS-14, with salary ranging from \$77,793.00 to \$101,130.00 per annum. Final compensation will be based on the individual's salary, work history, experience, and educational background.
6. **PERIOD OF PERFORMANCE:** Two years, beginning o/a May/June , 2007 (with extension possible up to a total of five years subject to funding availability)
7. **PLACE OF PERFORMANCE:** USAID/Malawi, Lilongwe.
8. **SECURITY ACCESS:** USG Secret Level
9. **AREA OF CONSIDERATION:** US/TCN Citizens

10. POSITION DESCRIPTION:

I. INTRODUCTION

USAID has a long and successful history of support for Basic Education in Malawi. Since the Government of Malawi introduced free primary education in 1994, primary school enrollments levels have gone up dramatically. The education system has faced numerous challenges to meet the high demands for education. These include over crowded schools, a shortage of trained teachers, high drop-out and repetition rates and generally low levels of learning. The Ministry of Education also has limited institutional capacity to develop and manage comprehensive education policies and plans to improve sector performance. However, the Ministry of Education, with support from international development partners, is currently developing a comprehensive Education Sector Plan. The ESP includes, among other things, a substantial program to reform the primary curriculum and assessment practices, and a comprehensive program to build Malawian capacity to lead and manage change in the education sector.

Over the past decade USAID/Malawi has provided a variety of assistance programs to support the Ministry of Education. The USAID/Malawi education programs have, among other things, provided assistance to: improve access to education for girls and vulnerable children; improve community awareness and support for education; improve teacher education and teaching skills; develop capacity of Malawian educators through Higher education partnership programs; address the impact of HIV/AIDS on the education sector; and improve educational policy, planning and informational management.

The current USAID/Malawi education portfolio includes a Congressional earmarked school fees pilot program (PSSP described below), teacher training activities supported by the President's Africa Education Initiative (AEI), a long-term resident technical advisor for EMIS, and a scholarship program for Malawians to attend Lakeland College in the U.S.

The largest and most significant USAID/Malawi education program is the Primary School Support Program. The PSSP started in 2005 with funding earmarked from the U.S. Congress to develop a pilot program to address the constraints of school fees on education in Africa. Malawi is one of two pilot school fees programs in Africa.

The PSSP is developing and implementing a holistic school improvement program that includes community mobilization, teacher development and support, supplemental instructional materials and continuous assessment. The PSSP is being piloted in the Doha district and is intended to introduce innovative programs that can be used to support the national education reform program.

The other significant program is the Malawi Teacher Training Activities (MTTA). With funding from the President's Africa Education Initiative, MTTA is providing innovative pre-service and in-service teacher training in four selected districts. In addition to PSSP and MTTA, USAID/Malawi supports a variety of programs to develop Malawian capacity in the education sector. These capacity building programs include a scholarship program with Lakeland College and the provision of long-term technical advisors to the Ministry of Education for EMIS. Together these programs are intended to introduce innovative approaches that can be replicated throughout Malawi and can support the MOE Education Sector Plan.

II. DUTIES AND RESPONSIBILITIES

The Education Program Manager will be primarily responsible for managing the portfolio of USAID/Malawi education activities described above. The Program Manager will be responsible for providing technical oversight for education activities, contracts and grants management, and meeting the USAID reporting requirements for the mission education programs. The Education Program Manager will work in close collaboration with implementing partners, the Ministry of Education and other development partners on USAID/Malawi's contribution to the Education Sector Plan, in accordance with the Paris Declaration Principles.

The incumbent will be required to oversee and support education programs and activities that are various stages of development from start-up to phase-out. The PM will be expected to respond to changing conditions and emerging opportunities for education programming within USAID.

Within USAID/Malawi, the incumbent serves as the principal advisor to Mission Management on developments and trends in the education sector and program performance. As a USAID employee, the incumbent carries responsibility to understand and carry out his/her work in accordance with the new USG Foreign Assistance Framework guidelines and procedures. This includes preparing, managing and reporting on the USAID/Malawi Operation Plan as it relates to education activities.

In addition to these responsibilities, the specific job duties for the EPM are to:

1. Provide technical leadership and oversight for new and on-going education activities. Investigate constraints and assess technical assistance needs in the education sector and make strategic and programmatic recommendations to Mission Management. For new activity designs, will collaborate with USAID education staff in Washington and the Region.
2. Collaborate and communicate with host country government and civil society counterparts. Engage in dialogue and negotiations related to sector objectives, education policies and programs with technical colleagues from the donor community and host country government up to the level of Principal Secretary in the Ministry of Education and Human Resources, and other relevant GOM units. The incumbent will ensure that USG interests and policies are clearly linked to Malawi's Education Sector Development plans and programs.
3. Serve as the CTO for on-going and new education contracts and grants in accordance with USAID procurement guidelines and regulations. In carrying out CTO duties, will provide technical and administrative oversight to ensure that the contractors and grantees perform the technical requirements of the contracts and grants in accordance with the terms, conditions and specifications. As CTO will plan and organize periodic evaluations in accordance with the program and project grant agreements. CTO responsibilities will include collaboration with Mission Management, and Regional Legal and Contracting Offices and regular communication and interaction with the Ministry of Education, contractors and grantees, and other Malawian institutions. The incumbent will be responsible for all aspects of education program management including

technical oversight, monitoring, reporting, and Financial Management in accordance with USAID/Malawi procedures.

4. Supervise all USAID/Malawi Education staff. Coordinate education staff inputs and activities to support education program goals. Identify staff skill gaps and assesses the appropriate training programs that will address staff weaknesses to improve professional growth and build a team environment conducive to achieving program results. Encourage flexibility and creativity in program management within the parameters for various education initiatives.

The incumbent will lead USAID/Malawi's participation and technical contributions to the development, implementation and monitoring of the GOM Education Sector Plan. She/he will keep Mission Management informed on major sector issues and progress. She/he will collaborate and share lessons learned and best practices on education development with the GOM's and other donors' (WB, DFID, CIDA, EU and UN Agencies) supporting the Education Sector Plan.

12. QUALIFICATIONS AND SELECTION CRITERIA (Total 100 points)

Education: (20 points)

A minimum Masters Degree in an area related to basic education development is required.

Work Experience: (30 points)

A minimum of five years of progressively responsible experience in program/project management for education and training programs with a proven track record of programmatic accomplishment and professional achievement. Experience must include program management, strategic planning and analysis skills. International development experience in Africa is highly desirable.

Language and Communication Skills: (20)

Must be fluent in English and have proven ability to communicate quickly, clearly and concisely both orally and in writing. Must have demonstrated ability to produce professional quality technical and analytic materials. Must be able to make oral presentations logically, persuasively and diplomatically to senior host government officials, other development partners and USG officials. Computer proficiency in Windows Word, Excel and Powerpoint is required.

Knowledge, Skills and Abilities: (30 points)

A thorough knowledge of the concepts, principles, strategies and activities to improve Basic education in a developing country context is required. Knowledge of political, social and cultural factors in Africa that affect education at the community, school and national levels is highly important. A good working knowledge of Malawi's economic, political, social and cultural characteristics is desirable.

Demonstrated program management skills are required. Strong analytical, managerial and writing skills are essential for this position. Exceptional communication and interpersonal skills are required to interact effectively with a broad range of internal and external partners, international organizations, NGOs and host country government officials.

The incumbent must be a self-starter with a proven ability to work independently with a wide variety of individuals. Must be able to analyze and develop budgets and conduct financial analysis of natural resource education activities and institutions. Ability to conduct clear, accurate and formal and informal briefings of USAID/Malawi senior management and senior officials of the GOM is required.

13. POSITION ELEMENTS:**a. Supervision Received:**

Direct supervisor is the Program Development Officer. Performance is reviewed at least annually against Work Objectives. The incumbent will serve as the USAID/Malawi education program advisor and manager and is expected to ensure the effective execution of all USAID/Malawi education programs and activities. She/he will report directly to the Program Development Officer.

b. Available Guidelines:

The new Foreign Assistance Framework and Operational Plan Guidelines, the USAID Automated Directive System (which replaces A.I.D. Handbooks), USAID/Malawi Mission Orders; the USAID/Malawi Education Charter, Mission Orders and technical guidance provided for Education initiatives and Congressional earmarks.

c. Exercise of Judgment:

Superior judgment is required to effectively deal with public and private sector representatives and to achieve the objectives of USAID's assistance program and to handle implementation issues with government offices and within the Mission.

d. Authority to Make Commitments:

Within the context of the field of responsibility and with the approval of the direct supervisor can initiate discussions that lead to financial commitments. No direct financial commitments of U.S. public funding are authorized.

e. Post-entry training:

USAID accounting and financial management course or equivalent is recommended. Certification as Cognizant Technical Officer will be required. On-the-job training on financial management and procurement procedures. Training in Excel, Word and PowerPoint software applications.

f. Nature, Level and Purpose of Contacts:

The incumbent will work at the most senior Technical levels with public and private institutions as well as with other donor representatives, USAID-funded contractors and grantees, other USG agencies and Foreign Service National and USDH staff and Mission management.

g. Supervision Exercised:

As CTO, will provide technical oversight for all education contractors and grantees. Will supervise technical and administrative Foreign National staff working on education programs. She/he will directly supervise a small Foreign Service National staff that may include one Foreign Service National education specialist and other program support staff

h. Time Required to Perform Full Range of Duties after entry into the Position: One year.**14. LIST OF REQUIRED FORMS FOR PSCS**

Forms outlined below can found at http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **

* Standardized Regulations (Government Civilians Foreign Areas).

** Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

15. CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS

CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/ to determine which CIBS apply to this contract.

16. BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances: (NOTE: An individual defined as a Resident Hire employee may only be eligible for those benefits listed under item A below.)

BENEFITS:

Employee's FICA Contribution
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Eligibility for Worker's Compensation
Annual & Sick Leave
Access to Embassy medical facilities, commissary and pouch mail service

ALLOWANCES (If Applicable):

- (1) Temporary Lodging Allowance (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Post Differential (Chapter 500)
- (6) Payments during Evacuation/Authorized Departure (Section 600) and
- (7) Danger Pay (Section 650)
- (8) Educational Allowance (Section 270)
- (9) Separate Maintenance Allowance (Section 260)
- (10) Educational Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes.

As of October 2006 USAID/Malawi benefits include 20% post differential and 15% COLA.

17. INSTRUCTIONS TO APPLICANTS:

- a) Interested individuals are requested to submit U.S. Government Standard Form 171 or Optional Form 612 (available at the USAID website, http://www.usaid.gov/procurement_bus_opp/procurement/forms or internet <http://fillform.gsa.gov>, or at Federal offices);
- b) Applicants are required to provide three references with complete contact information and a current resume or Curriculum Vitae (CV) as an attachment.
- c) All applications should be submitted to Mrs. Pauline Rashid on e-mail: lilongwehr@usaid.gov or the following addresses:

If sent by international mail: USAID/Malawi P.O. Box 30455 Lilongwe 3, Malawi Attention: Pauline Rashid Human Resources Assistant	If sent via courier to: USAID/Malawi 1 st Floor, NICO House City Center Lilongwe 3, Malawi Attention: Pauline Rashid Human Resources Assistant	If sent from the U.S.: USAID/Lilongwe Department of State 2280 Lilongwe Place Washington, D.C. 20521-2280 Attention: Pauline Rashid Human Resources Assistant
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- d) Please reference the solicitation number on your application and as the subject line in the cover letter.
- e) Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts. Those documents can be found at: http://www.usaid.gov/procurement_bus_opp/procurement/cib/subject.html#psc
- f) Applicants should retain copies of all documentation which accompanies their applications for their records.